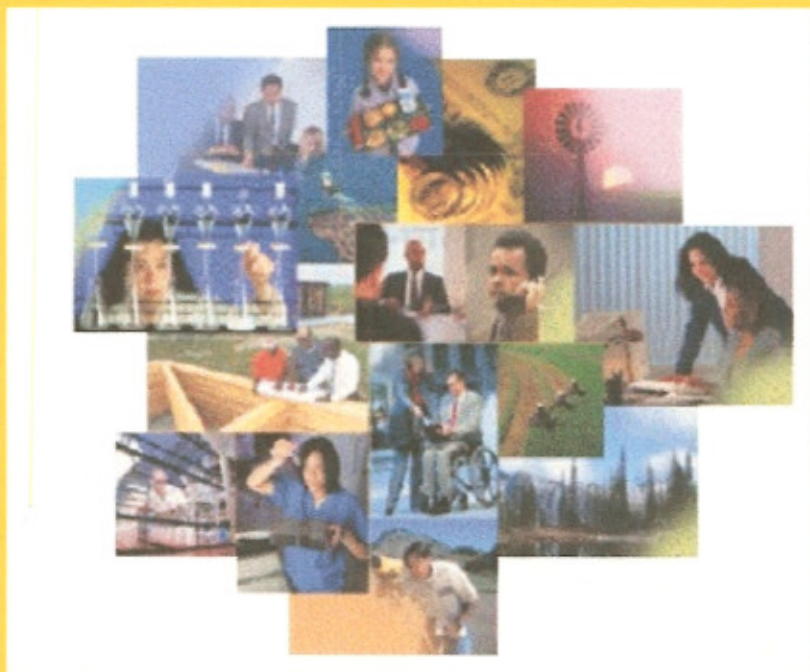




United States
Department of
Agriculture

Office of
Human Capital
Management

2007 Summer Intern Program



<http://www.usda.gov/da/employ/intern.htm>

January 2007

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January 29, 2007

Welcome 2007 Interns:

The U.S. Department of Agriculture (USDA) is pleased to announce the 2007 Summer Intern Program (SIP). USDA is looking for bright and energetic students who can assist us in accomplishing the Department's mission to meet future agricultural program demands. Every year, USDA makes many changes in the Department's programs and activities to enhance our mission. You can help us improve delivery of food, agriculture, natural resources, and related programs to the American people and people abroad.

Working at USDA will give you a chance to experience just how one of the largest Federal agencies operates and will provide you with valuable work experience that will improve your competitive status when entering the labor market. USDA has a wide array of career choices for you to consider in your job search. The SIP brochure lists forty-one positions nationwide including Administrative Support Clerk, Accounting Assistant, Information Technology Assistant, Insurance Management Assistant/Specialist, Program Clerk, and Soil Conservation Aid/Technician to Soil Scientist, just to name a few. Please review the SIP vacancy announcements and apply for any position that may be of interest to you. There is no limit in the number of positions for which you can apply.

We hope that you will select USDA as your "Employer of Choice" and join our exciting, challenging Team!

Roberta D. Purcell
Director
Office of Human Capital Management

I. INTRODUCTION

USDA's mission is to provide leadership on food, agriculture, natural resources, rural development, and related issues based upon sound public policy, the best available science, and efficient management. We work hard to ensure that our programs, policies, and advice meet the needs of the American people in the areas of nutrition, rural home ownership, natural resources conservation, national forest management, and quality standards for agricultural products.

The Summer Intern Program (SIP), a paid internship, is a great strategic way of bringing passionate and vibrant young minds into the Federal workforce to accomplish our mission. It is also a wonderful tool to recruit young people to USDA's highly-skilled diverse workforce for the summer months. The SIP not only allows students to demonstrate their creativity, but gives them valuable work experience for future employment opportunities at USDA.

If you are selected for a SIP position in the Washington, D.C. metropolitan area, you will have access to the National Mall which is adjacent to the National Monument and historic museums. Most importantly, you will spend the summer months at USDA gaining a myriad of educational experience while being exposed to an assortment of activities to enhance your development:

- Intern Forums – where you will meet the Secretary of Agriculture's sub-cabinet officials and discuss the important issues of the day.
- Scheduled Tours – Capitol Hill, the Washington Post, USDA's Operation Command Center, USDA National Arboretum, the Agriculture Research Service Visitor Center (the Farm), and the Museum of American Indians.

II. ELIGIBILITY REQUIREMENTS

To apply, you must be:

- A U.S. citizen;
- At least 16 years of age at the time of appointment;
- Currently enrolled or accepted for enrollment as a degree seeking student and taking at least a half-time academic, vocational or technical course load in an accredited high school, technical or vocational school, 2-year or 4-year college or university, graduate or professional school; and
- In good standing with an accredited institution.

III. APPLICATION GUIDELINES

A. HOW TO APPLY:

Students may submit a resume or Optional Application for Federal Employment (OF-612). The OF-612 is available at <http://www.opm.gov/forms/html/of.asp>. **Students must submit a separate Resume Cover Sheet, a resume or OF-612, and an official college or university transcript of completed courses for each position for which they are applying.**

B. OTHER DOCUMENTATION REQUIRED:

Students claiming veteran preference must submit a DD-214.

C. WHERE TO APPLY:

RESUME COVER SHEET, A RESUME OR OF-612, AND OFFICIAL TRANSCRIPT should be mailed or faxed to the appropriate MAILING ADDRESS listed at the bottom of each announcement. **The deadline on each vacancy announcement is listed.**

IV. TRAVEL AND HOUSING

Transportation and housing subsidies **may** be provided to the students selected depending on available funding and need. Individual students will be notified by the selecting official if they will receive subsidies.

V. BENEFITS AND SUBSIDIES

If you are selected for a SIP position, you may also be entitled to receive the following benefits and subsidies:

- Annual and Sick Leave – accrued annual and sick leave each pay period;
- Paid Federal holidays – excused absences from work with pay to observe holidays that fall within your regularly scheduled tour of duty; and
- Transit Subsidy – partial or complete subsidized transportation costs if you take public transportation, depending on duty station.

VI. EXPERIENCE AND EDUCATION QUALIFYING FACTORS

Students must be enrolled in a qualified education program. Generally, the following qualification requirements for the GS-2, 3, 4, 5, and 7 grade levels apply:

GRADE	EXPERIENCE		EDUCATION
	GENERAL	SPECIALIZED	
GS-2	3 Months	None	High School graduation or equivalent
GS-3	6 Months	None	1 year above high school with courses related to the occupation, if required. (30 semester hours or 45 quarter hours = 1 year)
GS-4	6 months	6 months	2 years above high school with courses related to the occupation, if required. (60 semester hours or 90 quarter hours = 2 years)
GS-5	None	1 year at least equivalent to GS-4	4-year course of study above high school leading to a bachelor=s degree with courses related to the occupation, if required. (120 semester hours or 180 quarter hours = 4 years)
GS-7	None	1 year at least equivalent to GS-5	1 full year of graduate education directly related to the work to be performed or superior academic achievement. (18 semester hours or 27 quarter hours = 1 year)

Superior academic achievement is based on 1) class standing, 2) grade point average, or 3) honor society membership.

- 1) Class Standing – A student must be in the upper third of the graduating class in his/her college or university.
- 2) Grade Point Average – (a) A student must have a 3.0 GPA or higher out of a possible 4.0 (“B” or better) as recorded on college transcript or as computed based on 4 years of education, or as computed based on courses completed during the final 2 years of the curriculum; or (b) a 3.5 GPA or higher out of a possible 4.0 (“B+” or better) based on the average of the required courses completed in the major field or the required courses in the major field completed during the final 2 years of the curriculum.
- 3) Honor Society Membership – A student can be considered eligible based on membership in one of the national scholastic honor societies listed in the Association of College Honor Societies.

VII. FOR ADDITIONAL INFORMATION

For questions about SIP, please contact Marilyn Jenkins, Departmental Student Program Manager, at (202) 720-7168 or Marilyn.Jenkins@usda.gov.

The SIP also supports the Work Force Recruitment Program for College Students with Disabilities. For more information, please contact Terry Thir, USDA Disability Program Manager at (202) 720-1146 (voice), or (202) 720-6382 (TTY), or (202) 690-2345 (fax), or Terry.Thir@usda.gov (e-mail) about opportunities under WRP.

Because of the large volume of applications, only the individuals selected for a position will receive notification by May 2007. Additional positions may be announced for the summer. Please contact USDA's Student Educational Employment Program Managers who are listed on the Internet at <http://www.usda.gov/da/employ/2003StudentProgramManagers.htm> for information about these positions.



U. S. DEPARTMENT OF AGRICULTURE
2007 SUMMER INTERN PROGRAM

RESUME COVER SHEET

PLEASE SUBMIT A COPY OF THIS FORM WITH EACH RESUME/APPLICATION

Job Number: _____

Name: _____

Address: _____
(After April 15, 2007)

School: _____

Total Credits Earned: (Quarter) _____ (Semester) _____
(College transcript must be attached - student copy accepted)

Number of Credits in Progress: _____

Social Security Number: _____

Phone: (Home) _____
(Work) _____
(Cell) _____

Major: _____

Classification: _____
(Graduate Student, Senior, Junior, Sophomore, Freshman)

Expected Graduation Date: _____

Work Experience

1. Position title: _____
Date (From/To): _____
Employer's name: _____
Employer's address: _____
Supervisor's name and phone number: _____
2. Position title: _____
Date (From/To): _____
Employer's name: _____
Employer's address: _____
Supervisor's name and phone number: _____
3. Position title: _____
Date (From/To): _____
Employer's name: _____
Employer's address: _____
Supervisor's name and phone number: _____

REFERENCES WILL BE CONTACTED

General Information

Are you a U.S. citizen? No ☐ Yes ☐
Do you claim veteran's preference? No ☐ Yes ☐ (You must attach your DD-214)

Signature: _____
(Original signature is required for each resume cover sheet submitted)

Date: _____

Agency Use Only:
Date Received: _____ Grade: _____ Date Selected: _____ # of Apps: _____

FARM AND FOREIGN AGRICULTURAL SERVICES

Farm Service Agency

The mission of the Farm Service Agency is to ensure a healthy and abundant supply of food and fiber while conserving our land, water and wildlife, and deliver services efficiently in order to protect the economic security of American farmers.

Foreign Agricultural Service

The mission of the Foreign Agricultural Service is to advance interests of the agricultural community and the general public by working to develop and expand foreign markets for U.S. food and agricultural products.

Risk Management Agency

The Risk Management Agency provides and supports cost-effective means of managing risk for agricultural producers in order to improve the economic stability of agriculture.

Farm Service Agency

POSITION AND SALARY:

Computer Clerk/Assistant

GS-335-3/4/5/7 (\$11.29-\$17.57/hour)

(Salary may increase due to General Schedule increase for FY 2007)

ANNOUNCEMENT NO: FSA-HQ-SUM-07-01

LOCATION: USDA, Farm Service Agency (FSA), Washington, DC

MAJOR DUTIES: Duties may include assisting senior specialists with internet/intranet server maintenance, web page development, IT customer support, using and troubleshooting software and assistance with other IT projects as needed. Database management and spreadsheet manipulation and use of basic and intermediate IT programs. Utilizing geodatabases, shapefiles, satellite imagery and maps helpful for some positions.

☒ Access to public transportation

☐ Vehicle Required

DESIRED MAJOR/COURSE WORK: Information Technology/Computer Science, Oracle Database Administration, experience with remote sensing methods, relational databases and web publishing.

POSITION AND SALARY:

Accounting Clerk/Assistant, GS-503-3/4/5/7 (\$11.29-\$17.57/hour)

Budget Clerk/Assistant, GS-561-3/4/5/7 (\$11.29-\$17.57/hour)

(Salary may increase due to General Schedule increase for FY 2007)

ANNOUNCEMENT NO: FSA-HQ-SUM-07-02

LOCATION: USDA, Farm Service Agency (FSA), Washington, DC. (Accounting offices located in Alexandria, VA)

MAJOR DUTIES: Provides assistance to senior-level specialists in carrying out day-to-day activities. May assist senior-level specialists with activities and work associated with the Federal budget planning and execution process. Tabulates or posts data from source documents to work sheets or spread sheets or other records. May perform limited data collection and analysis pertaining to specific projects. May be assigned special projects related to discipline. May perform routine accounting and auditing assignments and projects.

☒ Access to public transportation

☐ Vehicle Required

DESIRED MAJOR/COURSE WORK: Accounting, Finance, Business Management. Computer/word processing skills required.

OPENING DATE: January 29, 2007

CLOSING DATE: March 23, 2007

MAIL APPLICATIONS TO:

USDA-FSA-HRD/DOB

Mail Stop 0596

ATTN: Summer Intern Program

1400 Independence Ave, S.W.

Washington, DC, 20250-0596

CONTACT: C. Mondina Jolley, (202) 401-0515

NOTE: A limited number of positions will be available. Only selectees will be notified. Housing subsidies may be authorized for out-of-state selectees. No transportation expenses will be authorized.



Farm Service Agency

POSITION AND SALARY:**ANNOUNCEMENT NO:** FSA-HQ-SUM-07-03

Program Clerk/Assistant, GS-303-3/4/5/7 (\$11.29-\$17.57/hour)

Management Clerk/Assistant, GS-344-3/4/5/7 (\$11.29-\$17.57/hour)

(Salary may increase due to General Schedule increase for FY 2007)

LOCATION: USDA, Farm Service Agency (FSA), Washington, DC**MAJOR DUTIES:** Provides assistance to senior-level specialists in planning, developing, and evaluating policy and program initiatives. May coordinate meetings and focus groups; developing presentations; and compiling reports. May assist in the development of charts, and draft letters.☒ Access to public transportation☐ Vehicle Required**DESIRED MAJOR/COURSE WORK:** Knowledge and skill in the application of ESRI ArcGIS 8.3 products desirable. Students majoring in Agriculture, Business Management, Economics, Finance, or related disciplines. Computer/word processing skills required.**POSITION AND SALARY:****ANNOUNCEMENT NO:** FSA-HQ-SUM-07-04

Administrative Support Clerk, GS-303-3/4/5/7 (\$11.29-\$17.57/hour)

(Salary may increase due to General Schedule increase for FY 2007)

LOCATION: USDA, Farm Service Agency (FSA), Washington, DC**MAJOR DUTIES:** Provides assistance to office staff associated with the operation of the office. Assignments may include gathering and consolidating data; typing correspondence, records or reports; and copying materials, and performing receptionist duties.☒ Access to public transportation☐ Vehicle Required**DESIRED MAJOR/COURSE WORK:** No required major; applicants for GS-4 and above must be able to type 40 wpm. Computer/word processing skills required.**OPENING DATE:** January 29, 2007**CLOSING DATE:** March 23, 2007**MAIL APPLICATIONS TO:**

USDA-FSA-HRD/DOB

Mail Stop 0596

ATTN: Summer Intern Program

1400 Independence Ave, S.W.

Washington, DC, 20250-0596

CONTACT: C. Mondina Jolley, (202) 401-0515

NOTE: A limited number of positions will be available. Only selectees will be notified. Housing subsidies may be authorized for out-of-state selectees. No transportation expenses will be authorized.



Farm Service Agency

POSITION AND SALARY:**ANNOUNCEMENT NO:** FSA-STATES-07-01

Program Clerk/Technician (multiple positions)
GS-303-3/4/5/7 (salary may vary depending upon geographical location)

LOCATION: USDA, Farm Service Agency (FSA), State/County Office *nationwide*. Exact location to be determined at later date. Not all States will have a position available. **Applicants must indicate the State(s) of interest and submit separate application(s) for each State desired.**

MAJOR DUTIES: Provide assistance to senior specialists in day-to-day activities of State and county office operations, which includes clerical support, office management, providing service to farmers and/or ranchers for loan processing and servicing, or administering farm programs.

☐ Access to public transportation

☒ Vehicle Required

DESIRED MAJOR/COURSE WORK: Economics, Finance, Agriculture, Agribusiness, Business Management, or Marketing; computer skills required. Knowledge and skill in the application of ESRI ArcGIS 8.3 products desirable. Computer/word processing skills required.

POSITION AND SALARY:**ANNOUNCEMENT NO:** FSA-KCAO-07-01

Clerk/Assistant
GS-326-3/4/5/7 (salary may vary depending upon geographical location)

LOCATION: USDA, Farm Service Agency (FSA), Kansas City Administrative Office (KCAO), Kansas City, Missouri

MAJOR DUTIES: Provide assistance to senior-level specialists in carrying out day-to-day activities that includes various clerical and administrative support, office management, and word processing; provides assistance with accounting data or computer projects; and/or assists on special projects.

☐ Access to public transportation

☒ Vehicle Required

DESIRED MAJOR/COURSE WORK: Agribusiness, Business Management, Property Management, Realty, Logistics, Space Utilization, Customer Service; computer skills required.

OPENING DATE: January 29, 2007

CLOSING DATE: March 23, 2007

MAIL APPLICATIONS TO:

USDA-FSA-Personnel Division
ATTN: Summer Intern Program
6501 Beacon Drive
Kansas City, Missouri 64133
CONTACT: Carleen Dempsey, (816) 823-2003

NOTE: A limited number of positions will be available. Only selectees will be notified. Housing subsidies *may be* authorized for out-of-state selectees. No transportation expenses will be authorized.



Farm Service Agency

POSITION AND SALARY:**ANNOUNCEMENT NO:** FSA-KCHRO-07-01

Program Clerk/Technician (multiple positions)
GS-303-3/4/5/7 (salary may vary depending upon geographical location)

LOCATION: USDA, Farm Service Agency (FSA), Kansas City Human Resources Office (KCHRO), Kansas City, Missouri

MAJOR DUTIES: Experience that involves applying office methods to provide clerical support to a human resources office. In addition, experience that demonstrates knowledge of grammar and punctuation to prepare correspondence, memorandums, and other documents utilizing word processing and other automated systems i.e. Excel.

☐ Access to public transportation

☒ Vehicle Required

DESIRED MAJOR/COURSE WORK: Human resources, public administration, political science, business administration, psychology or education. Computer/word processing skills required.

POSITION AND SALARY:**ANNOUNCEMENT NO:** FSA-KCITSD-07-01

Clerk/Assistant
GS-326-3/4/5/7 (salary may vary depending upon geographical location)

LOCATION: USDA, Farm Service Agency (FSA), Kansas City Information Technology Services Division (KCITSD), Kansas City, Missouri

MAJOR DUTIES: Assist senior level specialist in design of software applications to meet business or scientific requirements or the Business Case Management practices for justifying and managing automated systems.

☐ Access to public transportation

☒ Vehicle Required

DESIRED MAJOR/COURSE WORK: Computer Information Sciences (or equivalent) majors with coursework or experience in using software development tools like JAVA, WebSphere, Object Oriented Design and Programming, Relational Database Design, Network Design, Windows Operating System environment, Unix Operating Environment, GIS applications, etc.

OPENING DATE: January 29, 2007

CLOSING DATE: March 23, 2007

MAIL APPLICATIONS TO:

USDA-FSA-Personnel Division
ATTN: Summer Intern Program
6501 Beacon Drive
Kansas City, Missouri 64133
CONTACT: Carleen Dempsey, (816) 823-2003

NOTE: A limited number of positions will be available. Only selectees will be notified. Housing subsidies may be authorized for out-of-state selectees. No transportation expenses will be authorized.



Farm Service Agency

POSITION AND SALARY:

Program Clerk/Technician (multiple positions)

GS-303-3/4/5/7 (salary may vary depending upon geographical location)

ANNOUNCEMENT NO: FSA-STL-07-01**LOCATION:** USDA, Farm Service Agency (FSA), Farm Loan Operations Office, St. Louis, Missouri

MAJOR DUTIES: Provides assistance to senior level accountants in carrying out day-to-day activities, which includes various word processing and excel spreadsheet task; provides assistance with accounting data or computer projects; and/or assists on special projects.

☐ Access to public transportation

☒ Vehicle Required

DESIRED MAJOR/COURSE WORK: Finance, Accounting, Agriculture, Agribusiness, or Business Management; Microsoft Office computer skills required.

OPENING DATE: January 29, 2007

CLOSING DATE: March 23, 2007

MAIL APPLICATIONS TO:

USDA-FSA-Personnel Division
ATTN: Summer Intern Program

6501 Beacon Drive

Kansas City, Missouri 64133

CONTACT: Carleen Dempsey, (816) 823-2003

NOTE: A limited number of positions will be available. Only selectees will be notified. Housing subsidies *may be* authorized for out-of-state selectees. No transportation expenses will be authorized.

Foreign Agricultural Service

POSITION AND SALARY:

ANNOUNCEMENT NO: UF125835

Economic Assistant (Multiple Positions)

GS-119-4/7 (approx. \$12.66-\$17.55/hour)

(Salary may increase due to General Schedule increase for FY 2007)

LOCATION: USDA, Foreign Agricultural Service, Washington, DC 20250

MAJOR DUTIES: Develop information and data on production, prices, utilization, trade and consumption of agricultural products. Compilation and analysis of, but not limited to, global economic information, financial data, international legal and banking systems, etc. Consolidates and summarizes information supplied by various sources. Prepares charts and tabulations of material, develops statistical and other type reports for use by economists in their professional analyses and considerations, and develop simple text material to explain data compiled. Database management and spreadsheet manipulation and use of basic IT programs.

☒ Access to Public Transportation

☐ Vehicle Required

DESIRED MAJOR/COURSE WORK: Economics/Finance/Business Administration/Agri-Business

POSITION AND SALARY:

ANNOUNCEMENT NO: UF125831

Agricultural Marketing Assistant (Multiple Positions)

GS-1199-4/7 (approx. \$12.66-\$17.55/hour)

(Salary may increase due to General Schedule increase for FY 2007)

LOCATION: USDA, Foreign Agricultural Service, Washington, DC 20250

MAJOR DUTIES: Assist professional staff by performing the less difficult research duties relative to the assembly, analysis, interpretation and preparation of data and reports for use by trade projects specialist and others in FAS. Drafts reports, proposals and plans which relates to the objective of the project. Under close guidance, reviews programs and evaluates reports to determine the extent to which marketing plans were carried out, agreed upon goals that were reached, the reasons for successes or failures, lessons learned from these experiences, and their possible application to present and future projects. Collects, compiles, verifies and analyzes data and information pertaining to specific projects. Undertakes special studies on foreign market potential for specific commodities and products.

☒ Access to Public Transportation

☐ Vehicle Required

DESIRED MAJOR/COURSE WORK: Agricultural Marketing/Marketing

OPENING DATE: January 29, 2007

CLOSING DATE: March 2, 2007

**FOR APPLICATION INSTRUCTIONS, ELIGIBILITY REQUIREMENTS, AND TO APPLY
ON-LINE, PLEASE VISIT FAS ON THE WEB AT: WWW.USAJOBS.COM**

For more information, please contact: Nikia Sizer, Phone: (202) 401-0176, Fax: (202) 205-9017



Foreign Agricultural Service

POSITION AND SALARY:**ANNOUNCEMENT NO:** UF125836

International Trade Assistant (Multiple Positions)
GS-1199-4/7 (approx. \$12.66-\$17.55/hour)
(Salary may increase due to General Schedule increase for FY 2007)

LOCATION: USDA, Foreign Agricultural Service, Washington, DC 20250

MAJOR DUTIES: Assist senior specialists in: 1) developing programs involving international trade and marketing 2) developing policy responses to foreign regulatory actions and 3) providing advisory services to foreign producers, importers, exporters, and processors on agricultural marketing and/or trade policies, practices, and programs. Experience using analytical methods to select, organize, and evaluate data and information and develop preliminary conclusion. Experience writing internal program-related material. Database management and spreadsheet manipulation and use of basic IT programs.

☒ Access to Public Transportation

☐ Vehicle Required

DESIRED MAJOR/COURSE WORK: Agricultural Economics/International Trade Policy/Food Science

POSITION AND SALARY:**ANNOUNCEMENT NO:** UF125838

Management Assistant (Multiple Positions)
GS-344-4/7 (approx. \$12.66-\$17.55/hour)
(Salary may increase due to General Schedule increase for FY 2007)

LOCATION: USDA, Foreign Agricultural Service, Washington, DC 20250

MAJOR DUTIES: Assistants receive varied assignments designed to furnish on-the-job training and experience in activities conducted by the assigned program or administrative support staff. Duties could include: gathering a variety of program operational data in such areas as workload, work force utilization, industry conditions, trade capacity building and technical assistance programs, maintaining tracking and logging systems and case files related to resources management, inspection, and enforcement activity, analyzing data and other administrative duties as needed. Database management and spreadsheet manipulation and use of basic IT programs.

☒ Access to Public Transportation

☐ Vehicle Required

DESIRED MAJOR/COURSE WORK: Business Administration, General studies, Computer Science, analytical and customer service skills.

OPENING DATE: January 29, 2007

CLOSING DATE: March 2, 2007

FOR APPLICATION INSTRUCTIONS, ELIGIBILITY REQUIREMENTS, AND TO APPLY ON-LINE, PLEASE VISIT FAS ON THE WEB AT: WWW.USAJOBS.COM

For more information, please contact: Nikia Sizer, Phone: (202) 401-0176, Fax: (202) 205-9017



Foreign Agricultural Service

POSITION AND SALARY:**ANNOUNCEMENT NO:** UF125839

Information Technology Assistant (Multiple Positions)
GS-335-4/7 (approx. \$12.66-\$17.55/hour)
(Salary may increase due to General Schedule increase for FY 2007)

LOCATION: USDA, Foreign Agricultural Service, Washington, DC 20250

MAJOR DUTIES: Duties may include assisting senior specialists with internet/intranet server maintenance, web page development, IT customer support, using and troubleshooting software and assistance with other IT projects as needed. Database management and spreadsheet manipulation and use of basic and intermediate IT programs. Utilizing geodatabases, shapefiles, satellite imagery and maps helpful for some positions.

☒ Access to Public Transportation

☐ Vehicle Required

DESIRED MAJOR/COURSE WORK: Information Technology/Computer Science, Oracle Database Administration, experience with remote sensing methods, relational databases and web publishing.

POSITION AND SALARY:**ANNOUNCEMENT NO:** UF125841

Public Affairs Assistant (Multiple Positions)
GS-1099-4/7 (approx. \$12.66-\$17.55/hour)*
(Salary may increase due to General Schedule increase for FY 2007)

LOCATION: USDA, Foreign Agricultural Service, Washington, DC 20250

MAJOR DUTIES: Serves as the focal point, local authority and expert source for information on all administrative functions of the Legislative and Public Affairs Division. Assist with research on a wide variety of complex administrative problems involving various public affairs activities or issues.

☒ Access to Public Transportation

☐ Vehicle Required

DESIRED MAJOR/COURSE WORK: Public Affairs/Marketing/Journalism

OPENING DATE: January 29, 2007

CLOSING DATE: March 2, 2007

FOR APPLICATION INSTRUCTIONS, ELIGIBILITY REQUIREMENTS, AND TO APPLY ON-LINE, PLEASE VISIT FAS ON THE WEB AT: WWW.USAJOBS.COM

For more information, please contact: Nikia Sizer, Phone: (202) 401-0176, Fax: (202) 205-9017

Risk Management Agency

POSITION AND SALARY:

JOB NO: RMA-HQ-SUM-07-01

Insurance Management Assistant/Specialist

GS-593-5/7 (\$14.18-\$17.57)

(Salary may increase due to General Schedule increase for FY 2007)

LOCATION: USDA, Risk Management Agency (RMA), Washington, DC

MAJOR DUTIES: The incumbent performs work related to the Agency's reinsurance program and contract delivery of multiple peril crop insurance.

☒ Access to public transportation

☐ Vehicle Required

DESIRED MAJOR/COURSE WORK: Students majoring in economics, finance, business administration or related disciplines. Computer/word processing skills desirable.

POSITION AND SALARY:

JOB NO: RMA-HQ-SUM-07-02

Financial Management Assistant/Specialist

GS-503-5/7 (\$14.18-\$17.57)

(Salary may increase due to General Schedule increase for FY 2007)

LOCATION: USDA, Risk Management Agency (RMA), Washington, DC

MAJOR DUTIES: The incumbent is responsible for the performance of staff work conducting analyses in the review of the financial condition and operating capabilities of private insurance companies reinsured by Federal Crop Insurance Corporation (FDIC).

☒ Access to public transportation

☐ Vehicle Required

DESIRED MAJOR/COURSE WORK: Students majoring in economics, finance, business administration or related disciplines. Computer/word processing skills desirable.

OPENING DATE: January 29, 2007

CLOSING DATE: March 23, 2007

MAIL APPLICATIONS TO:

USDA-FSA-HRD/DOB

Mail Stop 0596

ATTN: Summer Intern Program

1400 Independence Ave, S.W.

Washington, DC, 20250-0596

CONTACT: C. Mondina Jolley, (202) 401-0515

NOTE: A limited number of positions will be available. Only selectees will be notified. Housing subsidies *may be* authorized for out-of-state selectees. No transportation expenses will be authorized.

Risk Management Agency

POSITION AND SALARY:

JOB NO: RMA-KC-SUM-07-03

Information Technology Assistant

GS-335-5/7 (\$11.82-\$14.65) (Salary may increase due to General Schedule increase for FY 2007)

LOCATION: USDA, Risk Management Agency (RMA), Kansas City, Missouri

MAJOR DUTIES: Assists senior level specialist in developing GIS applications. May assist in developing customized ESRI ArcServer 8.3 (or higher) applications, using Visual Studio VB.NET. Utilizing a working knowledge of ArcSDE geodatabase structures helpful for some positions.

☐ Access to public transportation

☒ Vehicle Required

DESIRED MAJOR/COURSE WORK: Students majoring in Information Technology, Computer Science, Oracle Database Administration. Computer/word processing skills desirable.

POSITION AND SALARY:

JOB NO: RMA-KC-SUM-07-04

Accounting Assistant

GS-503-5/7 (\$11.82-\$14.65) (Salary may increase due to General Schedule increase for FY 2007)

LOCATION: USDA, Risk Management Agency (RMA), Kansas City, Missouri

MAJOR DUTIES: Assists senior level specialist in analyze accounting documents, approving administrative payment vouchers and reviewing cost center verification reports for accuracy and completeness.

☐ Access to public transportation

☒ Vehicle Required

DESIRED MAJOR/COURSE WORK: Students majoring in Accounting. Computer/word processing skills desirable.

POSITION AND SALARY:

JOB NO: RMA-KC-SUM-07-05

Risk Management Assistant

GS-1101-5/7 (\$11.82-\$14.65) (Salary may increase due to General Schedule increase for FY 2007)

LOCATION: USDA, Risk Management Agency (RMA), Kansas City, Missouri

MAJOR DUTIES: Provides assistance to senior level specialist in analyzing insurance policies and procedures, assist in conducting detailed analysis of producers yield records, and work with our regional offices and approved insurance providers to determine the validity of the producers submitted yields in order to determine if they qualify for exceptions to the maximum yield edit process.

☐ Access to public transportation

☒ Vehicle Required

DESIRED MAJOR/COURSE WORK: Students majoring in Agricultural Journalism, Agricultural Economics, Mathematics. Computer/word processing skills desirable.

OPENING DATE: January 29, 2007

CLOSING DATE: March 23, 2007

MAIL APPLICATIONS TO:

USDA-FSA-Personnel Division

ATTN: Summer Intern Program

6501 Beacon Drive

Kansas City, Missouri 64133

CONTACT: Carleen Dempsey (816) 823-2003

NOTE: A limited number of positions will be available. Only selectees will be notified. Housing subsidies may be authorized for out-of-state selectees. No transportation expenses will be authorized.



Risk Management Agency

POSITION AND SALARY:

Risk Management Specialist

GS-1101-5/7 (salary may vary depending upon geographical location)

JOB NO: RMA-REGIONAL-07-06

LOCATION: USDA, Risk Management Agency (RMA): Applicants must identify the specific position(s) and location(s) for which interested, and submit separate applications for each. The locations include: *Billings, MT; Jackson, MS; Oklahoma City, OK; Raleigh, NC; Davis, CA; St. Paul, MN; Springfield, IL; Spokane, WA; Topeka, KS; Valdosta, GA*

MAJOR DUTIES: Assisting Risk Management Specialists with a wide range of program activities including underwriting determinations, loss adjustment reviews, substantial involvement with Risk Management Education and Outreach partners, policy and procedural review and regional support of crop insurance deliverers. Provide a variety of administrative support services and limited program analysis and evaluation for the functions and activities of the office.

☐ Access to public transportation

☒ Vehicle Required

DESIRED MAJOR/COURSE WORK: Students majoring in economics, finance, business administration or related disciplines. Knowledge and skill in the application of ESRI ArcGIS 8.3 products desirable. Computer/word processing skills desirable.

POSITION AND SALARY:

Program Analyst, GS-303-5/7

Management Analyst, GS-344-5/7

(salary may vary depending upon geographical location)

JOB NO: RMA-COMPLIANCE-07-07

LOCATION: USDA, Risk Management Agency (RMA): Applicants must identify the specific position(s) and location(s) for which interested, and submit separate applications for each. The locations include: *Dallas, TX; Indianapolis, IN; Kansas City, MO; Raleigh, NC; Davis, CA; and St. Paul, MN*

MAJOR DUTIES: Assisting Compliance Investigators with a wide range of program activities that may include onsite reviews and evaluations of Reinsured Companies to ensure compliance with FCIC approved policies, procedures and guidelines. Provide a variety of administrative support services and limited program analysis and evaluation for the functions and activities of the office. Enters and retrieves data using database and/or spreadsheet software.

☐ Access to public transportation

☒ Vehicle Required

DESIRED MAJOR/COURSE WORK: Students majoring in economics, finance, business administration or related disciplines. Knowledge and skill in the application of ESRI ArcGIS 8.3 products desirable. Computer/word processing skills desirable.

OPENING DATE: January 29, 2007

CLOSING DATE: March 23, 2007

MAIL APPLICATIONS TO:

USDA-FSA-HRD/DOB

Mail Stop 0596

ATTN: Summer Intern Program

1400 Independence Ave, S.W.

Washington, DC, 20250-0596

CONTACT: C. Mondina Jolley, (202) 401-0515

NOTE: A limited number of positions will be available. Only selectees will be notified. Housing subsidies may be authorized for out-of-state selectees. No transportation expenses will be authorized.

FOOD, NUTRITION, AND CONSUMER SERVICES

Food and Nutrition Service

The mission of the Food and Nutrition Service is to reduce hunger and food insecurity in partnership with cooperating organizations by providing children and needy people access to food, a healthful diet, and nutrition education in a manner that supports American agriculture.

Food and Nutrition Service

POSITION AND SALARY:

ANNOUNCEMENT NO: OA-SIP-07

Management/Program Assistant
GS-303-4/5 (\$ 12.72 - \$14.23 per hour)*

LOCATION: USDA, Food and Nutrition Service (FNS),

Office of the Administrator, 3101 Park Center Drive, Suite 906, Alexandria, VA

MAJOR DUTIES: Provides support to Senior Managers and staff of the Office of the Administrator for FNS Food Assistance Programs, which includes reviewing various food assistance policies and programs, researching and analyzing data, and preparing briefing materials.

- (X) Access to Public Transportation
() Vehicle Required

DESIRED MAJOR/COURSE WORK: Majoring in Business Management or Administration. Computer skills, excellent written and verbal communications and analytical skills are highly desired.

*Rates quoted are for 2006 Washington-Baltimore Locality area.
These rates will change in January 2007.

OPENING DATE: January 29, 2007

CLOSING DATE: March 2, 2007

MAIL APPLICATIONS TO:

USDA, Food and Nutrition Service
ATTN: Summer Intern Program
3101 Park Center Drive, Room 420-POC
Alexandria, VA 22302
Contact: Tisa Hood (703) 305-2364



Food and Nutrition Service

POSITION AND SALARY:

Program Assistant
GS-303-3/4/5 (\$11.82 - \$14.85 per hour)*

ANNOUNCEMENT NO: MA-SIP-07**POSITIONS AVAILABLE:** 2 or 3 vacancies**LOCATION:** USDA, Food and Nutrition Service (FNS), Mid Atlantic Region, Mercer Corporate Park, 300 Corporate Boulevard, Robbinsville, NJ**MAJOR DUTIES:** Provide assistance to Program Specialists, which includes providing clerical support, researching and writing, and assisting in the administering of the food assistance programs.

() Access to Public Transportation

(X) Vehicle Required

DESIRED MAJOR/COURSE WORK: Students majoring in Public Administration, Political Science, Communication, Foreign Languages, Liberal Arts.

* Rates quoted are for 2006 New York – Northern New Jersey area. These rates will change in January 2007.

OPENING DATE: January 29, 2007**CLOSING DATE:** March 2, 2007**MAIL APPLICATIONS TO:**

USDA, Food and Nutrition Service
ATTN: Summer Intern Program
3101 Park Center Drive, Room 420-POC
Alexandria, VA 22302
Contact: Tisa Hood (703) 305-2364

NATURAL RESOURCES AND ENVIRONMENT

Natural Resources Conservation Service

The mission of the Natural Resources Conservation Service is to provide national leadership in the conservation and wise use of soil, water, and related resources through a balanced, cooperative program that protects, restores, and improves those resources.



Natural Resources Conservation Service

POSITION AND SALARY:**JOB NO:** NRCS-RI-01

Biological Science (Student Trainee)

GS-499-3/4/5/6/7 (\$11.53 - \$17.94 per hour)

(Salary may increase due to General Schedule increase for FY 2007)

LOCATION: USDA, Natural Resources Conservation Service, 60 Quaker Lane, Warwick, RI**MAJOR DUTIES:** Receives training in the application of soil and water conservation practices and principles used in NRCS.

() Access to Public Transportation

(X) Vehicle Required

DESIRED MAJOR/COURSE WORK: Students majoring in soil conservation, natural resources, agriculture, biology or related discipline.**OPENING DATE:** January 29, 2007**CLOSING DATE:** March 30, 2007**MAIL APPLICATIONS TO:**

USDA, Natural Resources Conservation Service

451 West Street

Amherst, MA 01002

Contact: Melissa Boak (413) 253-4392

Natural Resources Conservation Service

POSITION AND SALARY:

Soil Conservation Aid/Technician, GS-458-2/3/4

JOB NO: 1

LOCATION: USDA, Natural Resources Conservation Service, exact duty location in Arkansas to be determined.

MAJOR DUTIES:

- Gathers and assembles data for use in basic conservation plans.
- Performs surveys used for design and preliminary layout work, participates in inspection of construction, and maintains field notes.
- Accompanies resource specialists in various subject matter fields to observe methods used in meeting resource conservation needs.

POSITION AND SALARY:

Soil Conservation Aid/Technician (Soil Scientist Trainee), GS-458-2/3/4

JOB NO: 2

LOCATION: USDA, Natural Resources Conservation Service, exact duty location in Arkansas to be determined.

MAJOR DUTIES:

- Participates in soil surveys and field reviews and gathers data for defining map units.
- Collects, tabulates, and analyzes soil survey data; collects soil samples.
- Accompanies soil scientists to observe methods used in providing technical assistance for soil interpretations and special requests.

POSITION AND SALARY:

Engineering Aid/Technician, GS-802-2/3/4

JOB NO: 3

LOCATION: USDA, Natural Resources Conservation Service, exact duty location in Arkansas to be determined.

MAJOR DUTIES:

- Gathers basic data and field information used in the design of stabilization structure, flood-control projects, irrigation ditches, earthfills, and other projects.
- Prepares cost estimates, specifications, and bills of materials.
- Drafts engineering plans from design notes, sketches, and verbal instructions.
- Accompanies field engineers to observe methods used in providing technical assistance for resource conservation projects.

OPENING DATE: JANUARY 29, 2007

CLOSING DATE: MARCH 30, 2007

MAIL APPLICATION TO:

Natural Resources Conservation Service
Room 3416 Federal Building, 700 West Capitol Avenue
Little Rock, Arkansas 72201

CONTACT: Rose M. Webb, Special Emphasis Program Manager, (501) 301-3174

E-mail: rose.webb@ar.usda.gov

Natural Resources Conservation Service

POSITION AND SALARY:

JOB NO: 001

Soil Conservation Aid/Technician (Soil Scientist Trainee)

GS-0458-03/04 (\$10.82 - \$12.14 p/h)

(Salary may increase due to General Schedule increase for FY 2007)

LOCATION: USDA, Natural Resources Conservation Service, Dover-Foxcroft and Presque Isle, Maine

MAJOR DUTIES: Assists higher graded employees by collecting soil samples for verification of field observations, data entry and compilation.

() Access to Public Transportation

(X) Vehicle/Driver's License Required

Limited public transportation may be available in some states and field locations.

DESIRED MAJOR/COURSE WORK: Students majoring in Soil Science or a closely related discipline.

POSITION AND SALARY:

JOB NO: 002

Soil Conservation Aid/Technician (Soil Conservationist Trainee)

GS-0458-03/04 (\$10.82 - \$12.14 p/h)

(Salary may increase due to General Schedule increase for FY 2007)

LOCATION: USDA, Natural Resources Conservation Service, Houlton and Bangor, Maine

MAJOR DUTIES: Assists higher graded employees in working with land users to install conservation practices.

() Access to Public Transportation

(X) Vehicle/Driver's License Required

Limited public transportation may be available in some state and field locations.

DESIRED MAJOR/COURSE WORK: Students majoring in Soil Conservation or a related agricultural or natural resource discipline.

OPENING DATE: January 29, 2007

CLOSING DATE: April 30, 2007

MAIL APPLICATION TO:

USDA – NRCS

967 Illinois Ave., Suite 3

Bangor, ME 04401

CONTACT: Janice Leons, (207) 990-9501

janice.leons@me.usda.gov

Natural Resources Conservation Service

POSITION AND SALARY:

JOB NO: 003

Engineering Aid/Technician (Student Trainee)
GS-0802-03/04 (\$10.82 - \$12.14 p/h)
(Salary may increase due to General Schedule increase for FY 2007)

LOCATION: USDA, Natural Resources Conservation Service, Skowhegan, Maine

MAJOR DUTIES: Assists field offices in survey, design and layout of conservation practices. Receives training in engineering practices and principles in NRCS.

- () Access to Public Transportation
(X) Vehicle/Driver's License Required

Limited public transportation may be available in some state and field locations.

DESIRED MAJOR/COURSE WORK: Students majoring in Agricultural or Civil Engineering.

POSITION AND SALARY:

JOB NO: 004

Visual Information Assistant (Student Trainee)
GS-0326-03/04 (\$10.82 - \$12.14 p/h)
(Salary may increase due to General Schedule increase for FY 2007)

LOCATION: USDA, Natural Resources Conservation Service, Bangor, Maine

MAJOR DUTIES: Writes feature stories, assists field office and state office with public affairs activities. Gathers and proofreads information for use by information staff for recurring publications, such as brochures, fact sheets, posters and displays.

- (X) Access to public transportation
(X) Vehicle/Driver's License required

Limited public transportation may be available in some state and field locations.

DESIRED MAJOR/COURSE WORK: Students majoring in Agricultural Journalism, Communications or Public Affairs.

OPENING DATE: January 10, 2007

CLOSING DATE: April 30, 2007

MAIL APPLICATION TO:

USDA – NRCS
967 Illinois Ave., Suite 3
Bangor, ME 04401
CONTACT: Janice Leons, (207) 990-9501
janice.leons@me.usda.gov



Natural Resources Conservation Service

POSITION AND SALARY:

JOB NO: 005

Economic Assistant (Student Trainee)

GS-0110-04/05 (\$12.14 - \$13.58 p/h)

(Salary may increase due to General Schedule increase for FY 2007)

LOCATION: USDA, Natural Resources Conservation Service, Scarborough, Maine

MAJOR DUTIES: Assists producers in developing economic and financial aspects of conservation plans.

(X) Access to public transportation

(X) Vehicle/Driver's License Required

Limited public transportation may be available in some state and field locations.

DESIRED MAJOR/COURSE WORK: Students majoring in Economics, Business Administration or Agricultural Business.

OPENING DATE: January 10, 2007

CLOSING DATE: April 30, 2007

MAIL APPLICATIONS TO:

USDA – NRCS

967 Illinois Ave., Suite 3

Bangor, ME 04401

CONTACT: Janice Leons, (207) 990-9501

janice.leons@me.usda.gov



Natural Resources Conservation Service

POSITION AND SALARY:

Agricultural or Civil Engineer Student Trainee
GS-890-3/4 (Student Trainee)

JOB NO: NRCS-ND-01

LOCATION:

USDA, Natural Resources Conservation Service, Various locations throughout North Dakota

MAJOR DUTIES:

Student Trainee position for agricultural or civil engineer. It provides intensive training in engineering and qualifying experience for assignment to a professional position upon graduation from college.

- ☐ Access to Public Transportation
- ☐ Vehicle Required

DESIRED MAJOR/COURSE WORK: Students majoring in agricultural or civil engineering.

OPENING DATE: January 29, 2007
CLOSING DATE: March 30, 2007

MAIL APPLICATIONS TO:

USDA, Natural Resources Conservation Service
220 East Rosser Avenue
P.O. Box 1458
Bismarck, ND 58502
Contact: Darlita Sarkilahti, (701) 530-2008 (telephone), (701) 530-2109 (fax)

Natural Resources Conservation Service

POSITION AND SALARY:

Rangeland Management Specialist Student Intern
GS-454-3/4

JOB NO: NRCS-ND-02

LOCATION: USDA, Natural Resources Conservation Service, various locations throughout North Dakota.

MAJOR DUTIES: Student Trainee for technical positions in range management and in soil and water conservation work. It provides intensified training in soil and water conservation work and qualifying experience for a professional position upon graduation from college.

- ☐ Access to Public Transportation
- ☐ Vehicle Required

DESIRED MAJOR/COURSE WORK: Student majoring in soil conservation or a related agricultural or natural resources discipline.

OPENING DATE: January 29, 2007

CLOSING DATE: March 30, 2007

MAIL APPLICATIONS TO:

USDA, Natural Resources Conservation Service
220 East Rosser Avenue
P.O. Box 1458
Bismarck, ND 58502
Contact: Darlita Sarkilahti, (701) 530-2008 (telephone), (701) 530-2109 (fax)



Natural Resources Conservation Service

POSITION AND SALARY:

Rangeland Management Specialist, GS-454-3/4 (student trainee)

JOB NO: NRCS-ND-03

LOCATION: USDA, Natural Resources Conservation Service, various locations throughout North Dakota.

MAJOR DUTIES: Student Trainee for technical positions in range management and in soil and water conservation work. It provides intensified training in soil and water conservation work and qualifying experience for a professional position upon graduation from college.

☐ Access to Public Transportation

☐ Vehicle Required

DESIRED MAJOR/COURSE WORK: Student majoring in soil conservation or a related agricultural discipline.

OPENING DATE: January 29, 2007

CLOSING DATE: March 30, 2007

MAIL APPLICATIONS TO:

USDA, Natural Resources Conservation Service

220 East Rosser Avenue

P.O. Box 1458

Bismarck, ND 58502

Contact: Darlita Sarkilahti, (701) 530-2008 (telephone), (701) 530-2109 (fax)



Natural Resources Conservation Service

POSITION AND SALARY:

Soil Scientist, GS-470-3/4 (student trainee)

JOB NO: NRCS-ND-04

LOCATION: USDA, Natural Resources Conservation Service, various locations throughout North Dakota.

MAJOR DUTIES: Student Trainee for technical positions in soil science and in soil and water conservation work. Training is provided in soil survey and related activities and qualifying experience for a professional position upon graduation from college.

- ☐ Access to Public Transportation
- ☐ Vehicle Required

DESIRED MAJOR/COURSE WORK: Student majoring in soil science or a related agricultural discipline.

OPENING DATE: January 29, 2007

CLOSING DATE: March 30, 2007

MAIL APPLICATIONS TO:

USDA, Natural Resources Conservation Service

220 East Rosser Avenue

P.O. Box 1458

Bismarck, ND 58502

Contact: Darlita Sarkilahti, (701) 530-2008 (telephone), (701) 530-2109 (fax)



Natural Resources Conservation Service

POSITION AND SALARY:

Soil Conservationist, GS-457-3/4 (student trainee)

JOB NO: NRCS-ND-05

LOCATION: USDA, Natural Resources Conservation Service, various locations throughout North Dakota.

MAJOR DUTIES: Student Trainee for technical positions in soil conservation and in soil and water conservation work. It provides intensified training in soil and water conservation work and qualifying experience for a professional position upon graduation from college. The duties are designed to provide experience and training in the application of soil and water conservation principles, and theories in the planning and application of resource management systems.

- ☐ Access to Public Transportation
- ☐ Vehicle Required

DESIRED MAJOR/COURSE WORK: Student majoring in soil conservation or a related agricultural discipline.

OPENING DATE: January 29, 2007

CLOSING DATE: March 30, 2007

MAIL APPLICATIONS TO:

USDA, Natural Resources Conservation Service

220 East Rosser Avenue

P.O. Box 1458

Bismarck, ND 58502

Contact: Darlita Sarkilahti, (701) 530-2008 (telephone), (701) 530-2109 (fax)



Natural Resources Conservation Service

POSITION AND SALARY:

Range/Soil Conservation – Student Trainee
GS-499-2/5 (approx \$9.91 - \$13.58 per hour)

JOB NO: NRCS-NV-Summer-01

LOCATION: USDA, Natural Resources Conservation Service, Nevada (locations to be determined)

MAJOR DUTIES: This position allows the student to obtain work experience in the Range and/or Soil Conservation arena while continuing to move forward in an academic setting. Duties include, but are not limited to, working with farmers and ranchers, conservation planning, range inventories, range rehabilitation, watershed restoration, etc.

(X) Access to Public Transportation
(X) Vehicle Required
(dependent on location of position)

DESIRED MAJOR/COURSE WORK: Agriculture or Natural Resources

(Salary may increase due to General Schedule increase for 2007)

Opening Date: January 29, 2007

Closing Date: March 30, 2007

MAIL APPLICATIONS TO:

USDA/NRCS

Attn: Human Resources

1395 Corporate Blvd

Reno, NV 89502

Contact Person: Kay Speckels, (775) 857-8500 x 114

RURAL DEVELOPMENT

Rural Development (RD) assists the people of rural America develop sustainable communities and improve their quality of life. RD helps rural communities build or improve community facilities, such as schools, health clinics, and fire stations and creates jobs by funding the growth and creation of rural businesses and cooperatives. RD also helps construct or extend utilities, including water, sewer, wastewater, electricity and telecommunications services. RD addresses the need of eliminating substandard housing in rural America by helping rural Americans buy, build, repair or rent decent and affordable housing.



Rural Development

POSITION AND SALARY:**JOB NO:** LA-SUM-01

Loan Assistant Student Trainee (Two Positions)

GS-1199-02/03/04 (\$10.09 – 12.36/hour)

(Salary may increase due to General Schedule increase for FY 2007)

LOCATION: USDA, Rural Housing Service – Monroe and Natchitoches, LA

MAJOR DUTIES: This is a basic trainee position. Work assignments are given to acquaint the trainee with the types of loan making and servicing work done in the agency, its policy and philosophy, and to relieve higher-graded loan specialists and related positions of same and routine work. Assignments typically consist of such work as participating in or observing the following: reviews applications for Single Family Housing (SFH) loans; evaluates credit risk factors and makes recommendations as to the approval or disapproval of housing loans and guarantees; provides technical assistance to SFH borrowers; advises and directs applicants and borrowers regarding possible actions to be taken, financial management of loans, family budgets, real estate values, and other sources of available assistance.

☐ Access to Public Transportation☒ Vehicle/Driver's License Required

DESIRED MAJOR/COURSE WORK: Students majoring in Business Administration, Finance, Economics, and Agri-Business are desired. **Please include college transcript with application.**

OPENING DATE: January 29, 2007**CLOSING DATE:** March 30, 2007**MAIL APPLICATION TO:**

USDA, Rural Development
Attention: Human Resources Division
3727 Government Street
Alexandria, LA 71302

CONTACT PERSON: Glenda Whitaker, Phone: (318) 473-7929, Fax: (318) 473-7963

Rural Development

POSITION AND SALARY:

Personnel Management Student Trainee

GS-0199-03/04 (1 position)

(\$11.26-14.14/hour)

(Salary may increase due to General Schedule increase for FY 2007)

JOB NO: RD-Summer-07-01

LOCATION: USDA, Rural Development, Olympia, WA

MAJOR DUTIES: This is a basic trainee position. Work assignments are given to acquaint the trainee with human resources work done in the agency, its policy and philosophy, and to relieve higher-graded loan specialists and related positions of more routine work. Assignments consist of typing correspondence, statistical or tabular materials and miscellaneous documents from rough draft copy. Most typing will be on a personal computer. Materials have both specialized and non-specialized terminology; assembles information from office records and extracts materials from general subject matter and case files.

☒ Access to Public Transportation

☐ Vehicle/Driver's License Required

DESIRED MAJOR/COURSE WORK: Students majoring in business administration, human resources, or management are desired.

Opening Date: February 26, 2007

Closing Date: May 21, 2007

MAIL APPLICATION TO:

USDA, Rural Development

Attention: Human Resources Division

1835 Black Lake Boulevard, SW, Suite B

Olympia, WA 98512

CONTACT: Jean Caird, Phone: (360) 704-7701, Fax: (360) 704-7743